

Date: July 21, 2006

To: All WCB Credential Holders

From: Eloiza Altoro-Acevedo, Executive Director

Re: Update on transfer of AODA credentialing services to the Dept. of Regulation and Licensing (DRL)

As you may be aware, the WCB will be transferring all credentials (CCS II, CCS I, CCS-G, CADC III, CADC II, CADC-D, CADC, RADC I, CPP, RPS, RPW) to the DRL. This memo will inform you of deadlines related to the transfer process.

Current Credential Holders - Recertification and Renewal Fees

September 30, 2006 will be the final due date to submit recertification and renewal fees to the WCB to bring your credential to a 2/28/07 "paid-to date". If you have not yet paid your final invoice to bring your credential to a paid-to date of 2/28/07, please do so as soon as possible. Only credentials paid to 2/28/07 will be transferred to the DRL. All invoices must be paid by Sept. 30th even if your paid to date is after this date, to ensure that your credential will transfer over to the DRL. Your credential will **NOT** be transferred to the DRL if your credential is not paid to 2/28/07.

Recertification forms may be downloaded at www.wisconsinrecertificationboard.org > Credentialing > Recertification & Renewal

New CADC Applications

September 30, 2006 will also be the final date the WCB will process new applications. Applications postmarked after this date will be held and transferred over to the DRL for processing after January 1, 2007. No oral examinations will be scheduled by the WCB for applications postmarked after September 30, 2006.

Applications reviewed by the DRL in January 2007 will be subject to the new administrative rules currently being developed.

CADC application handbook and forms may be downloaded at www.wisconsinrecertificationboard.org > Handbooks/Applications

New Development Plans

November 16, 2006 will be the final date WCB will approve new Development Plans. After this date, individuals will need to wait for the DRL transfer and will be subject to the new administrative rules currently being developed. Development Plans must be postmarked by November 16, 2006.

Development Plan forms may be downloaded at www.wisconsinrecertificationboard.org > Handbooks/Applications

Current Development Plans

When AODA credentialing services are transferred to the WI Department of Regulation and Licensing (DRL), the DRL, **Development Plan holders who are not RADC I's will not be recognized by the DRL. The minimum level credential the DRL will accept is the RADC I (Registered Alcohol Drug Counselor I).**

Development Plans with a paid-to date of 2/28/07 (excluding RADC I's) will no longer be valid after December 15, 2006. The WCB encourages you to pursue the additional steps to become an RADC I in order to be transferred over to the DRL.

To become an RADC I, applicants must:

1. Acquire a passing grade on the Elements of Substance Use Disorder Counseling Test.
2. Have an approved Wisconsin Counselor Certification Development Plan on file at the WCB office prior to November 16, 2006.

Elements Testing

Due to the demand for Elements testing, WCB has added additional testing dates and locations.

The remaining 2006 Elements test dates are:

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|--|------------|
| ▪ Thursday, Aug. 3 | Appleton |
| ▪ Thursday, Sept. 14 | Appleton |
| ▪ Friday, Sept. 22 | Milwaukee |
| ▪ Friday, Oct. 20 | Oconomowoc |
| ▪ Friday, Nov. 10 | Milwaukee |
| ▪ Thursday, Nov. 30 *(current Dev Plan holders only) | Appleton |
| ▪ Friday, Dec. 1 *(current Dev Plan holders only) | Oconomowoc |

*Only current Development Plan holders with plans approved prior to Nov. 16, 2006 may register for Nov. 30 and Dec. 1 test dates.

Registration forms may be downloaded at www.wisconsincertificationboard.org > Testing Test dates have been filling up fast! Please plan to register at least a month in advance. Visit www.wisconsincertificationboard.org > Testing for updates on test availability.

Oral Examinations (CADC II/III applicants)

Remaining 2006 oral examination dates administered by WCB are:

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|----------------|-----------|
| ○ August 18 | Milwaukee |
| ○ September 15 | Appleton |
| ○ September 29 | Milwaukee |
| ○ October 27 | Milwaukee |
| ○ November 3 | Appleton |
| ○ November 17 | Milwaukee |

In order to be scheduled for these dates, your application must be approved by the WCB peer review committee three weeks prior to the oral exam dates listed above.

IR&RC written certification examination

September 8th and December 8th will be the final IR&RC examination dates administered by WCB. Register early (we recommend at least two months in advance), as there are a limited number of seats. Because these are the last test dates, they will fill up quickly.

Registration forms may be downloaded at www.wisconsincertificationboard.org > Testing

After December 8, 2006, the WCB will no longer administer IC&RC examinations. 2007 dates will be handled by the Department of Regulation and Licensing (DRL). After January 1, 2007, people may register for those test dates with the DRL. Contact the Department of Regulation and Licensing (DRL) for information.

Transfer of current credential holders' files

On November 16, 2006, current credential holders' files will be transferred over to the DRL. After this time, you will need to contact the DRL directly with any questions or comments regarding recertification or renewal of your credential(s).

Closing WCB office

On December 15th, 2006, WCB will transfer all remaining documents and services over to the DRL. The WCB will close for good and the corporation will dissolve. After this time all questions should be directed to the DRL.

Department of Regulation & Licensing
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PO Box 8935
Madison, WI 53708-8935
(608) 266-2112
www.drl.state.wi.us

We appreciate the opportunity we had to service substance abuse professionals over the past 30 years.

We wish you much success and happiness in your future endeavors.

WCB Board and Staff